

CHARTER FOR WHITEAKER COMMUNITY COUNCIL

Recognized July 8, 1974

Latest revision approved by WCC May 11, 2005

Approved by City Council - February, 2006

Article 1. Name

Section 1. The name of this organization is the Whiteaker Community Council.

Article 2. Area

Section 1. The jurisdiction of the Whiteaker Community Council encompasses the following area: Begin at the intersection of West 7th Avenue and Chambers Street. Proceed north along the centerline of Chambers and then the centerline of River Road until the south boundary of the Capri subdivision, extended westerly. Follow the southern boundary of extended Capri to tax lot #1704251302700. Go north along the easterly edge of tax lots #1704251302700 and #1704251300700, then west along the north boundary of the Capri subdivision to the south terminus of Lombard Street. Proceed north along the centerline of Lombard Street to the north boundary of the Briarcliff subdivision. Go east along the Briarcliff subdivision's north boundary, then north on tax lot #1704251201201 to Maurie Jacobs Park. Proceed northwesterly along the boundary of Maurine Jacobs Park to the Willamette River. The Willamette River forms the north boundary of the Whiteaker Community Council (WCC). The southern terminus of WCC is the southeast point of Skinner Butte Park and the Willamette River. Follow the south boundary of Skinner Butte Park to the centerline of Lincoln Street. Go south on Lincoln to the Fifth-Sixth Street alley. Proceed west on the Fifth-Sixth Street alley to the centerline of Washington Street. Go south to the centerline of West 7th Avenue. Follow West 7th Avenue to Chambers Street.

Section 2. Areas adjacent to the current boundaries may join the Whiteaker Community Council if the residents of such areas so request and if such a change is approved by the Whiteaker Community Council and the Eugene City Council.

Article 3. Purpose

Section 1. The Whiteaker Community Council has been formed to help resolve the concerns of the people in the neighborhoods of the Whiteaker Community. These concerns include, but are not limited to: land use and planning, social, recreational, educational, economic development and transportation needs; and to promote a sense of community cohesiveness and self-reliance.

Section 2. The Community Council also serves in an education capacity to alert the citizens of the community about current issues, of health, safety, and welfare. In addition, Whiteaker Community Council continues the planning process by periodically re-evaluating its goals, objectives, and recommendations.

Article 4. Membership

Section 1. The general membership is open to persons who live, work or own property within Whiteaker's boundaries as defined in Article 2, Section 1.

Section 2. There shall be no voting by proxy. Each person from the general membership age 16 and over who has attended at least one meeting in the previous 12 months has the right to vote at a general meeting.

Article 5. Powers

Section 1. The Whiteaker Community Council shall elect from its membership a Board of Directors (hereinafter called the Board) including Whiteaker Community Council officers.

Section 2. The Community Council may appoint committees. Appointment of committees may include a statement of purpose, criteria for membership, meeting requirements, and committee authority, including permission to speak publicly on issues within the committee's specified concern. Representatives of committees may be involved in Board meetings as directed by the Community Council. Committees shall make regular reports to the Board.

Section 3. The Community Council may receive funds and employ persons to further the purposes of the Council. The Council may own property and dispose of it.

Section 4. All general Whiteaker Community Council fund expenditures must be approved by a vote of the council, except that the Council may allow the Board or its delegate to authorize expenditures below \$200. Grants or monies secured to fund specific projects or programs and which have itemized budgets will not require Whiteaker Community Council approval for expenditures within their budgets. Budgets for monies from grants and other sources shall be approved by the Whiteaker Community Council Board before expenditures commence. In addition, the Board will establish a fiscal process including budget expenditure authorization and an internal fiscal control system.

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Section 5. The Whiteaker Community Council recognizes its relation to the City of Eugene through the Neighborhood Organization Recognition Policy and will function in accordance with this policy in all matters described therein.

Article 6. Affiliate Groups

Section 1. Affiliate organizations are defined as those organizations sponsored by the Whiteaker Community Council for the purpose of obtaining grants and/or contributions, using the Whiteaker Community Council as their fiscal sponsor and/or declared as affiliate at their request by the Whiteaker Community Council.

Section 2. Affiliate organizations are requested to appoint one of their members as a liaison with the Whiteaker Community Council Board to ensure the necessary coordination and communication between the organizations.

Section 3. Where an affiliate organization is sponsored by the Whiteaker Community Council for the purpose of obtaining grants and/or contributions for that organization, quarterly reports on the progress of funded projects are requested. The reports should include, but need not be limited to an evaluation of the progress of the project in relation to the original grant application, a presentation of project changes if needed, a projection of activities planned for the next quarter and an expenditure and revenue statement. Personal presentations are encouraged. Quarterly reports are requested within a month of the end of each quarter until project completion.

Article 7. The Board of Directors

Section 1. The Board of Directors (the Board) shall consist of elected officers, committee representatives as directed by the Council, and elected at-large members. The entire Board shall not exceed 15 members.

Section 2. The majority of active Board members, no less than three, shall constitute a quorum for the transaction of business. Meetings shall not be called to order unless a quorum is present.

Section 3. Regular meetings of the Board are open to the membership and the general public. Special meetings of the Board may be called by the Chair, or in the Chair's absence, by the Vice Chair, in the event of situations calling for prompt action. Such meetings may be conducted by conference telephone call or e-mail. Approved minutes of Board meetings shall be kept on file and made available to the membership at the next general meeting.

Section 4. The Board may conduct such business and take such actions as may be necessary to accomplish the purposes of the Council. Board actions are subject to review by the Community Council at regular meetings.

Section 5. The Board is responsible for the preparation of the agenda for regular meetings of the Council.

Section 6. The Board shall appoint such standing or ad hoc committees as it deems necessary. Any member of the Council may attend and participate or may be appointed by the Board to serve on a committee. Such appointment carries with it the right to vote at the committee level.

Article 8. Officers

Section 1. The officers shall consist of a chair, vice chair, secretary, and treasurer.

Section 2. Chair: It shall be the function of the chair to call meetings, ensure that agendas are planned and meetings are chaired and generally oversee the activities of the Community Council. She/he may appoint people to represent the Council before any public agency and appoint special committees. The chair shall be the primary contact person for, and liaison with the City of Eugene, except that, at the chair's request, another Board member may be appointed by the Board to serve in one or both of these roles.

Section 3. Vice Chair: The vice chair shall be responsible for the duties of the chair in case of his/her temporary absence. The vice chair may assist the chair in generally overseeing the activities of the Community Council as mutually agreed by the chair and vice chair.

Section 4. Secretary: The secretary shall ensure that minutes are taken at each meeting of the Council and Board and shall report them to the subsequent meetings for approval. She/he will maintain the attendance roll and other records of the Council.

Section 5. Treasurer: The treasurer shall supervise the financial affairs of the Council and make periodic reports to board and membership meetings.

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Article 9. Election of Officers and At-Large Members

Section 1. Members of the Board of Directors shall be elected for a one year term by the Council membership at the annual meeting in April. Persons may serve more than one term of office. Nominations will begin at the previous meeting and continue until the election. If the occupant of a position loses membership status, or resigns, that position shall be declared vacant by the executive committee and a new member may be elected. If a vacancy exists during the period from April through December, the executive committee may schedule nominations and election at the next two scheduled Whiteaker Community Council general membership meetings. If a vacancy exists during the period from January through March, the executive committee may choose to wait until the next regularly scheduled annual elections.

When there is only one candidate for a position, the majority of votes cast for that position must be affirmative.

When there are two or more candidates for a position, a plurality of affirmative votes is necessary to be elected.

Section 2. Members of the Board who miss three consecutive board meetings shall be declared inactive for the purposes of voting or establishing a quorum. Inactive members may be replaced according to the provisions of Article 9, Section 1. Inactive members may petition the Board to regain their active status.

Article 10. Board Committees

Section 1. Standing committees and ad hoc committees of the Whiteaker Community Council Board consist of board members volunteering to serve on those committees and WCC members appointed by the board.

Section 2. Council members serving on committees may vote on all matters coming before the committee for review and action. Committee actions are subject to review by the Board at regular meetings. The committees will adhere to the policies set by the board or Council in all decisions before the committee.

Section 3. Committee members, to remain in good standing on committees, must meet attendance requirements under which Whiteaker Community Council Board members operate.

Section 4. A person may serve on a committee by making their interest known to the board and being appointed by the Board. A Council member must be at least 16 years of age, and live, work, or own property within the official boundaries of the Whiteaker neighborhood to serve on a committee.

Article 11. General Membership Meetings

Section 1. The assembled membership attending the general meetings shall be the overall policy-making body.

Section 2. The Whiteaker Community Council will meet not less than four times each year, at a time and place designated by the Board. A meeting in the month of April shall be the annual meeting.

Section 3. The general membership shall be notified prior to the annual meeting and as many additional meetings as possible. Notice shall state the special purpose of the meeting if any. Any member may raise a matter not previously put on the agenda.

Section 4. The duration of the meeting shall not exceed two hours, unless otherwise agreed upon by the assembled body. All unfinished business shall be forwarded to the next meeting.

Section 5. A quorum for the conducting of business at general membership meetings shall be 10 members.

Article 12. Amendments

Section 1. This charter, which is also the bylaws of the organization, may be amended by a majority vote at a general membership meeting following discussion of proposed changes at the previous meeting. Written notice of proposed changes shall be forwarded to all members prior to the meetings. If the written notice is only a summary, then the full text of proposed changes shall be made available in writing to any member upon request.

Section 2. If any section or sections of amendments to this charter are held to be in conflict with the City of Eugene Neighborhood Organization Recognition Policy, the section or sections of amendments shall be invalid, and that portion of the charter shall revert to the version last recognized by the City of Eugene. All other sections of amendments shall remain in effect.